

## Down Load Instructions for the 2006 MH Cost Report Application (v97)

**Instructions:** Two folders will be created (Cr2006 and costin06a) on C:\Drive. Do not delete either or the program will not function correctly.

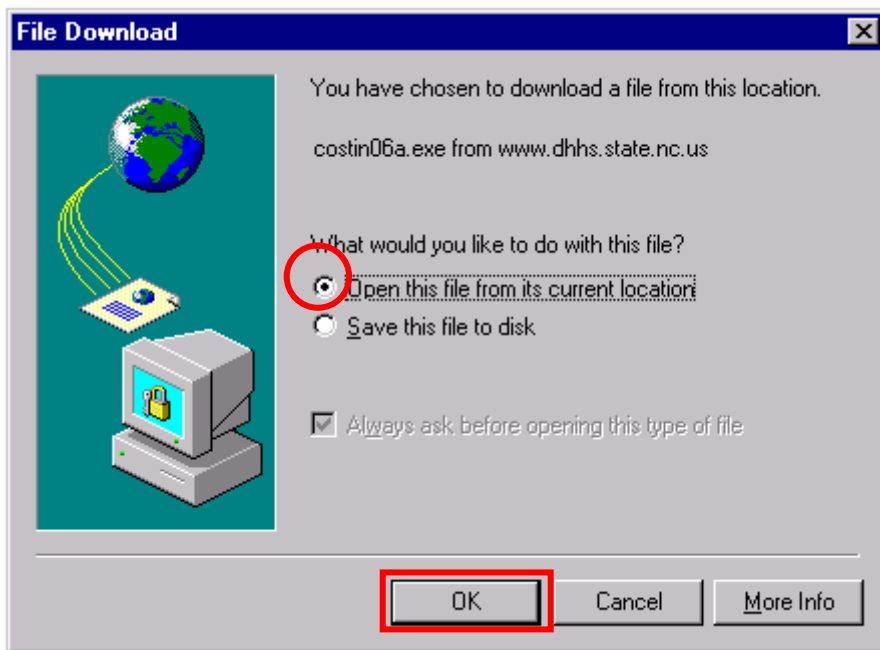
**LME NOTE:** You will need to delete the C:\CF2004\Setup and C:\Costin04 folders prior to downloading the 2006 Cost Report application.

**NOTE:** For Access 97 the program code file will be ScfCode97.mdb and the data file will be CF2006Data97.mdb. These are slightly different from the files referenced in the Manual.

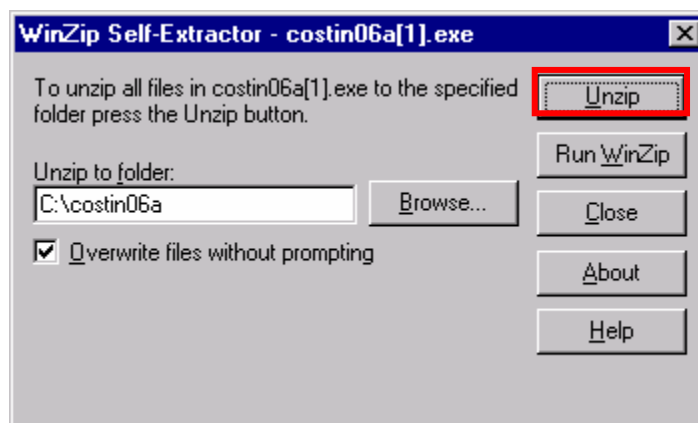
**To download,** Click on the **costin06a.exe** link found on the Web page and respond as follows:



Click Yes.

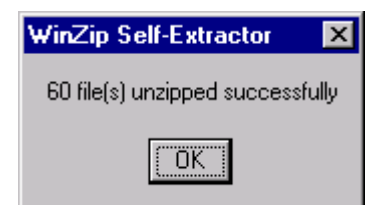


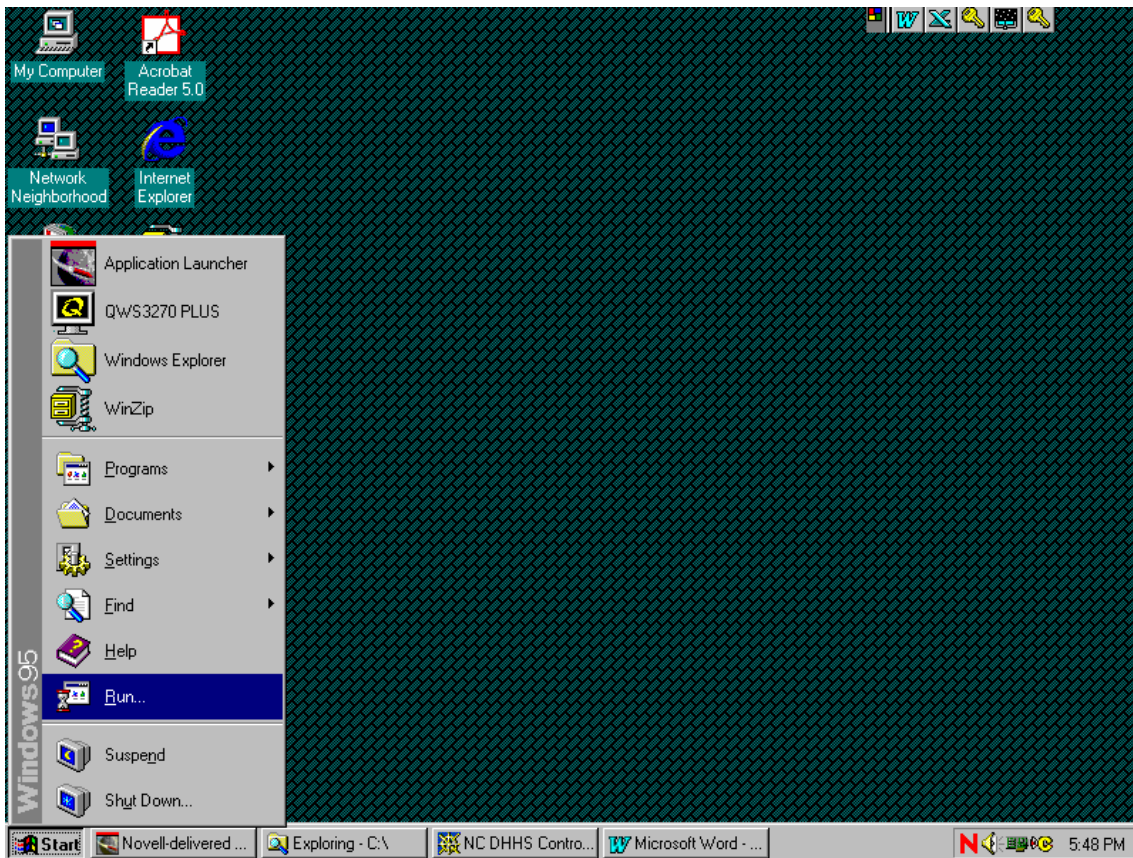
Select "Open this file from its current location" and click "OK".



On the WinZip Self-Extractor – costin06a.exe screen, click Unzip.

After it unzips, click **OK**. Then, click **Close**.

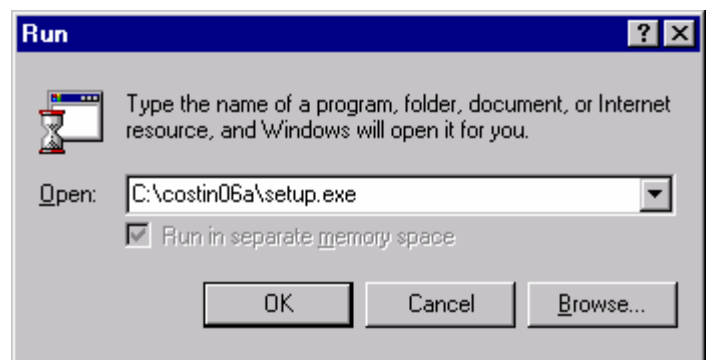


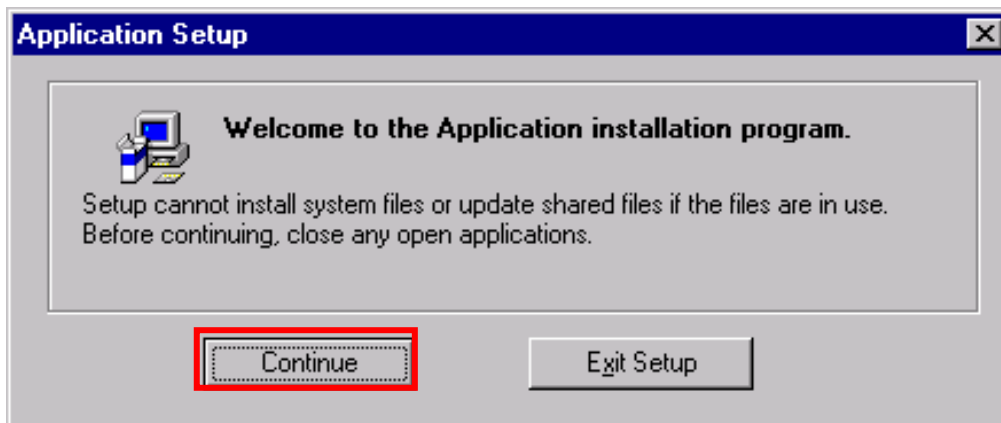


Next, left  
Click the  
“**Start**” button  
at the bottom  
left of your  
screen.

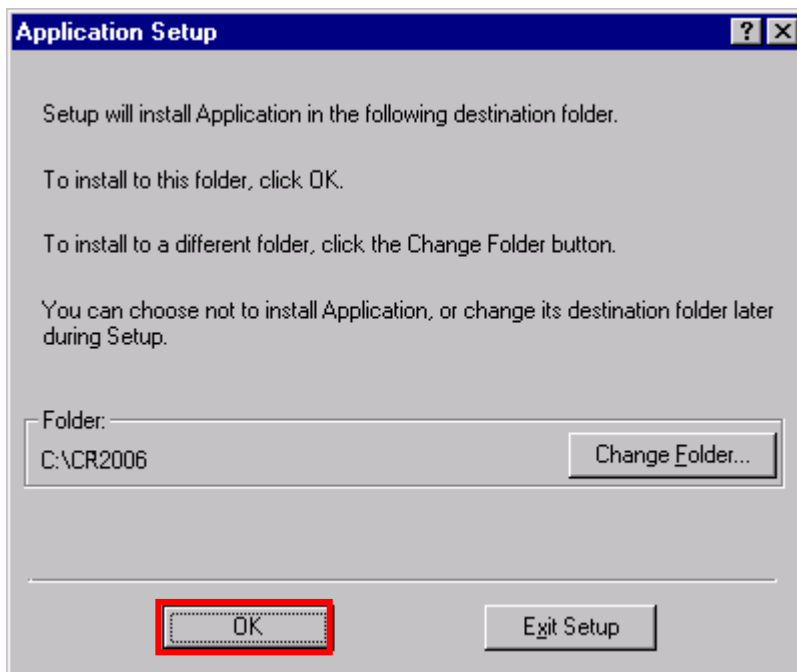
Select “**Run**” from the available selections.

If the “**Open:**” box is empty or contains a  
different path and file, type **c:\costin06a\setup**  
in the OPEN: box; then click the **OK** button.  
Otherwise, just click the **OK** button.

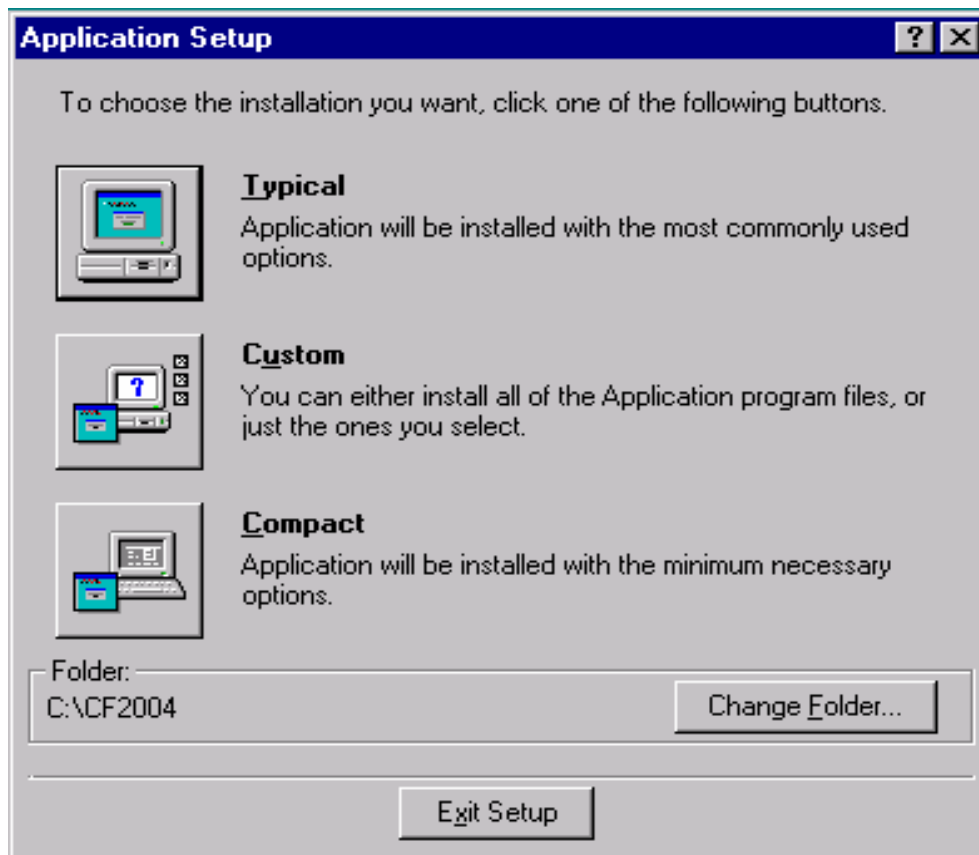




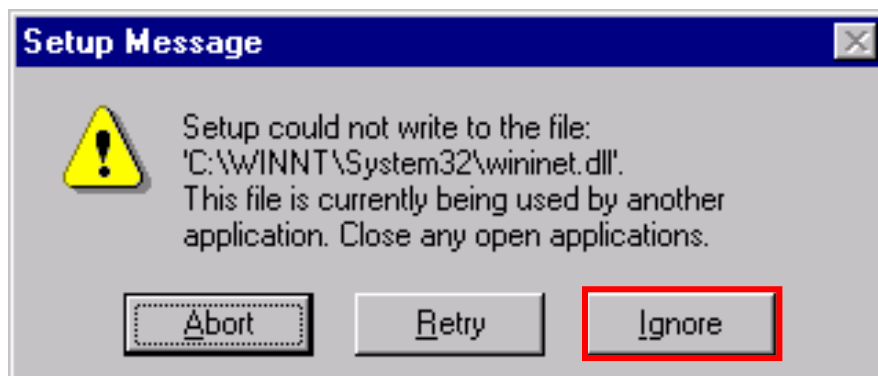
Click **Continue**.



Click **“OK”**



Select **Typical**.



Click **Ignore** to any Setup Message warning messages.



Setup is checking for necessary disk space...



Setup is searching for installed components...

You may see several additional informational screens that do not require any response during this process. These screens should be similar to the ones seen to the right:

#### Application Network Setup

Destination File:

C:\WINNT\System32\wininet.dll

63%

Cancel



Setup is updating your system...

#### Application Setup



Application Setup was completed successfully.

OK

Once the download is complete the final screen will appear.  
Click the **OK** button.

After the download is finished, you may be prompted to restart Windows.



Be sure to close all applications, then click on the “Restart Windows” button. If you are not prompted to restart windows, you can do so by clicking on the “Start” button at the bottom left of your screen. Select “Shut Down” from the available options, on the “Shut Down Windows” screen select “Restart the Computer?” and then click on “Yes”.

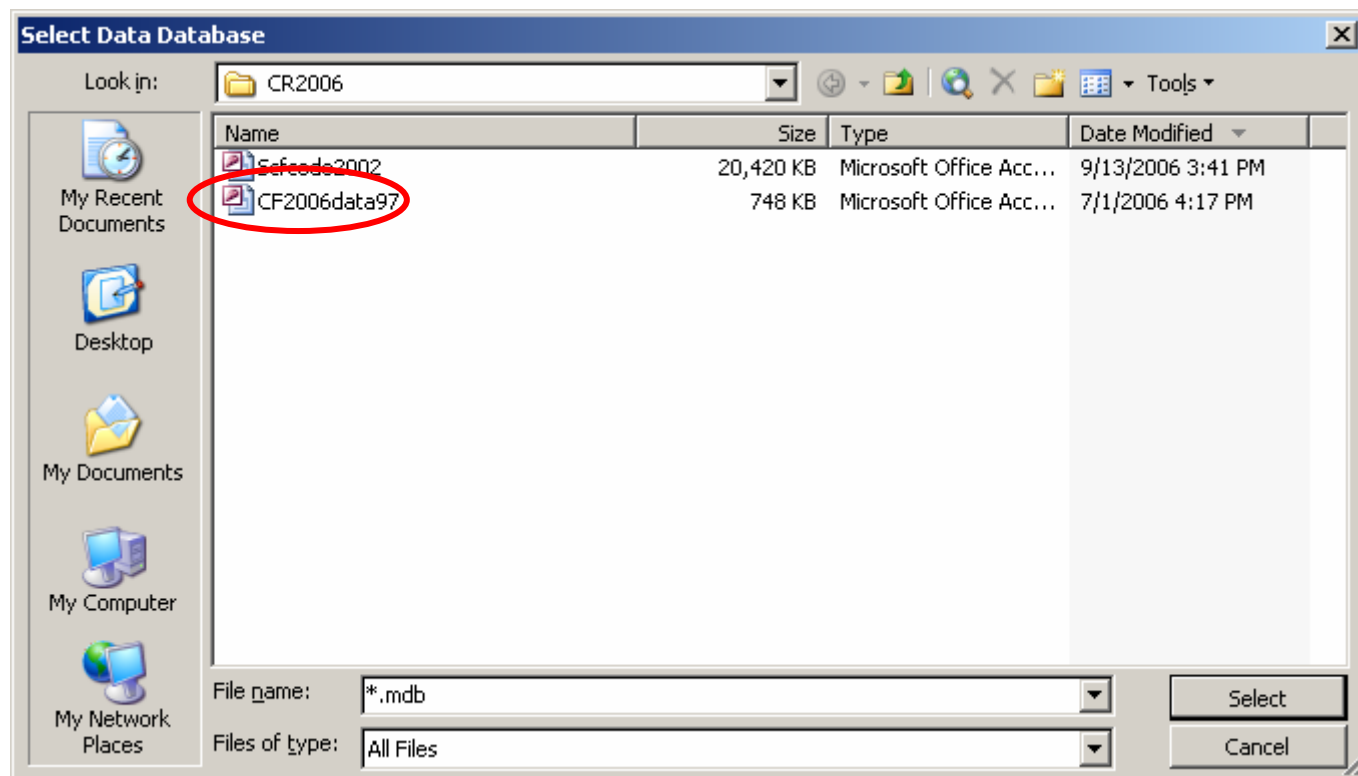
After Windows has been restarted use Microsoft Windows Explorer and go to your C:\costin06a folder. Find the **2006 MH Cost Report** shortcut icon and move it to your desktop (*drag and drop*). The icon appears as follows:



Use this shortcut on your desktop to run the application by double clicking on the shortcut.

To begin, the blank data file must be attached to the code. It will remain attached unless you move or rename the file. When you double click on the **2006 MH Cost Report** shortcut icon and receive the message “Please use the following dialogue to attach to the data backend for this application”, Click “OK”.

The program will move you into the Microsoft Windows Explorer to locate the blank data file. Use the drop down box to locate the **C:\ Drive**. On the C:\Drive locate the **Cr2006** folder. Highlight the CR2006 folder and Select it or Double click the CR2006 folder to open it.



Next, select the **CF2006Data97.mdb**.

When the process is finished, you will receive the message **“The back end has been attached”**.

Now you are ready to begin.

**If you are using a Microsoft Window NT** system to run this program, for optimum performance, **move** the CR2006 folder or the application onto your personal server directory on the main server. The download is installed @ C:\CR2006.

**Moving the CR2006 folder will require changes to the Cost Finding 2006 shortcut.** The instructions follow.

***Instructions for Customization of the 2006 MH Cost Report Shortcut.***

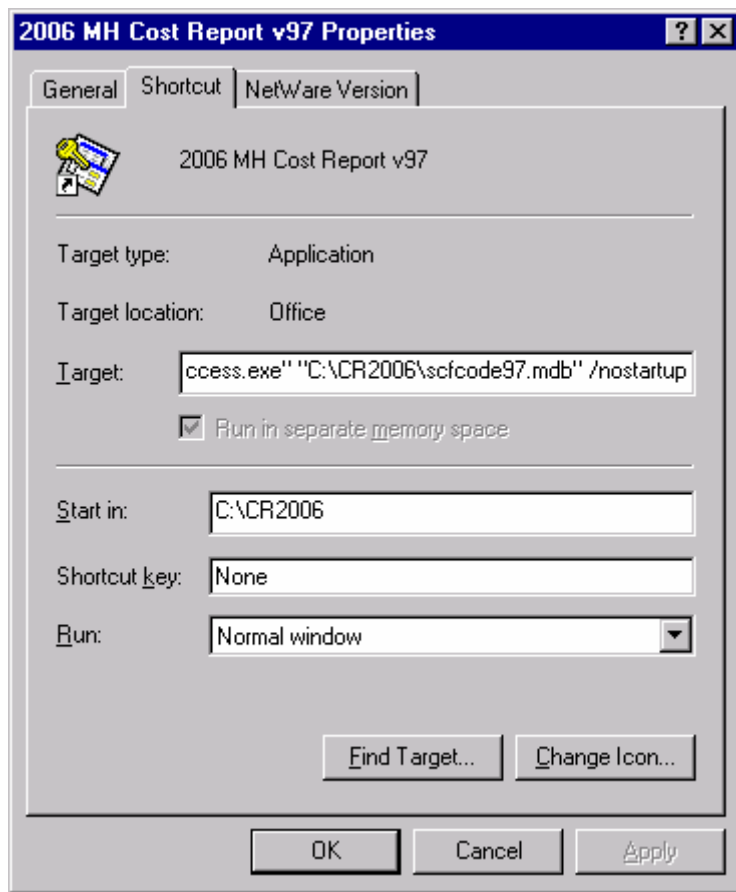
Once you have installed the program on C:\Drive and moved to another drive to use, you will need to modify the shortcut for your desktop. The following information is designed to help you through this process.

Right Click on the shortcut that you placed on your desktop.

Select *Properties*.

From *Properties*, Select the *Shortcut tab*.

What you will see is the correct information for systems using the C:\Drive



**The Target and Start in will look like the examples below. The Target will all be on the same line in the white box to the right of the word Target.**

Target: "C:\Program Files\Microsoft Office\Office\msaccess.exe" /wrkgrp  
 "C:\CR2006\System.mdw" "C:\CR2006\scfcode97.mdb" /nostartup

Start in: C:\CR2006

IF CR2006 is moved somewhere other than the C:\Drive, **change** the **C:\** in the **"Target"** line to the correct location.

**For example:**

C:\ C:\Program Files\Microsoft Office\Office\msaccess.exe" /wrkgrp "D:\CR2006\System.mdw"  
 "D:\CR2006\scfcode97.mdb" /nostartup

Then change **the C:\** the **"Start"** box to D:\CR2006.

Click the **OK** button when finished.

**NOTES: In the Target line identified above,**

1. "C:\Program Files\Microsoft Office\Office\msaccess.exe" /wrkgrp is where our version Access has been installed on the hard drive in the costin06a folder. You would need to modify this line

***ONLY*** if you move the *costin06a* folder to another location other than *C:\Drive*. This action is *Not recommended!*

2. “*C:\CR2006\system.mdw*” is the security file.
3. “*C:\CR2006\SCFCode97.mdb*” is the application code.